

# Using PALS for Online Data Entry

September 2017

## Nematology Samples

How do you access PALS (Public Access Laboratory System)?

Click on the link that says FIND YOUR REPORT (PALS).

<http://www.ncagr.gov/agronomi/PALS/>

The screenshot shows the website of the North Carolina Department of Agriculture & Consumer Services. The header includes the department's logo, name, a Google Custom Search bar, and a 'JOBS' link. The main navigation bar contains links for Home, Programs, Services, Divisions, Newsroom, and Contact. The main content area is titled 'Agronomic Services' and features a photograph of a building. To the left of the main content is a sidebar with 'Agronomic Services Highlights' including links to a newsletter, fertility manual, sample submission, fees, shipping labels, and soil testing fee. To the right is a 'Browse Division' sidebar with a list of links: About the Division, Find Your Report (PALS) (circled in red), Field Services, Nematode Assay, Plant Tissue Analysis, Soil Testing, Soilless Media Analysis, Solution Analysis, Waste/Compost Analysis, Agrotips, News Releases, and Publications. A central list of links includes 'How to Use the Report Search Utility', 'Submit Soil & Nematode Samples Online', 'Manage My PALS Account', 'View My Report on PALS', and 'Pay for My Report on PALS'. The PALS logo is also visible.

North Carolina Department of Agriculture & Consumer Services

Google Custom Search

JOBS

Home Programs Services Divisions Newsroom Contact

**Agronomic Services**

**Agronomic Services Highlights**

- [Agronomic Lab Newsletter](#)
- [Strawberry Fertility Manual](#)
- [Submitting Samples for Problem Diagnosis](#)
- [Fees & Sample Forms](#)
- [Bar-code Shipping Labels](#)
- [Peak-season Soil Testing Fee](#)
- [Dec. 1, 2016 - March 31, 2107](#)
- [Expedited Shippers for Sale](#)

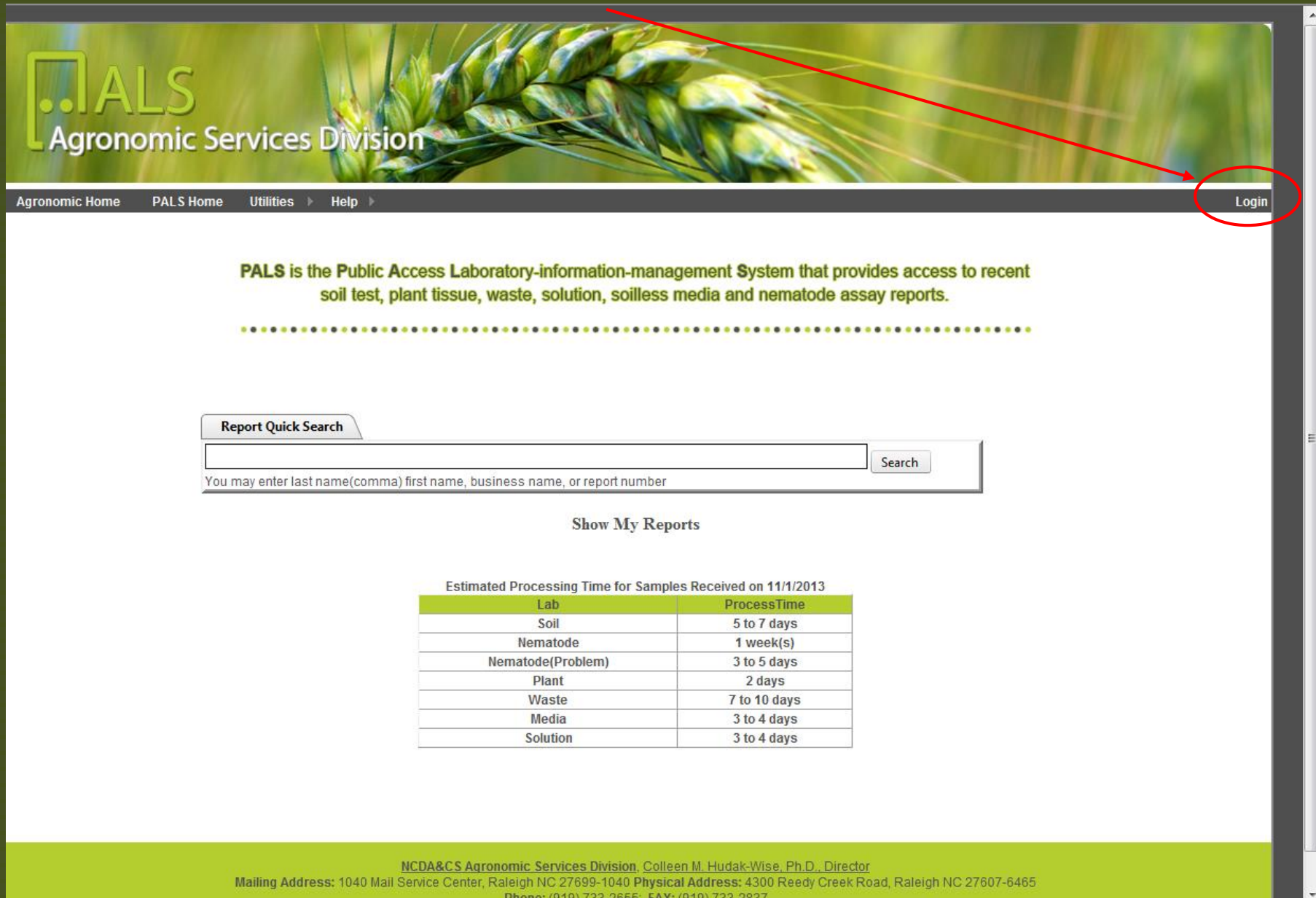
**Browse Division**

- [About the Division](#)
- [Find Your Report \(PALS\)](#)
- [Field Services](#)
- [Nematode Assay](#)
- [Plant Tissue Analysis](#)
- [Soil Testing](#)
- [Soilless Media Analysis](#)
- [Solution Analysis](#)
- [Waste/Compost Analysis](#)
- [Agrotips](#)
- [News Releases](#)
- [Publications](#)

**PALS**

- [How to Use the Report Search Utility](#)
- [Submit Soil & Nematode Samples Online](#)
- [Manage My PALS Account](#)
- [View My Report on PALS](#)
- [Pay for My Report on PALS](#)

If you want to do online data entry and pay for samples using a credit card, then you need to log in.



**ALS**  
Agronomic Services Division

[Agronomic Home](#) [PALS Home](#) [Utilities](#) [Help](#) [Login](#)

**PALS is the Public Access Laboratory-information-management System that provides access to recent soil test, plant tissue, waste, solution, soilless media and nematode assay reports.**

.....

**Report Quick Search**

You may enter last name(comma) first name, business name, or report number

**Show My Reports**

Estimated Processing Time for Samples Received on 11/1/2013

Lab	ProcessTime
Soil	5 to 7 days
Nematode	1 week(s)
Nematode(Problem)	3 to 5 days
Plant	2 days
Waste	7 to 10 days
Media	3 to 4 days
Solution	3 to 4 days

**NCDA&CS Agronomic Services Division, Colleen M. Hudak-Wise, Ph.D., Director**  
Mailing Address: 1040 Mail Service Center, Raleigh NC 27699-1040 Physical Address: 4300 Reedy Creek Road, Raleigh NC 27607-6465  
Phone: (919) 733-2655 FAX: (919) 733-2837

## Login

**Log In**

Email Address:

Password:

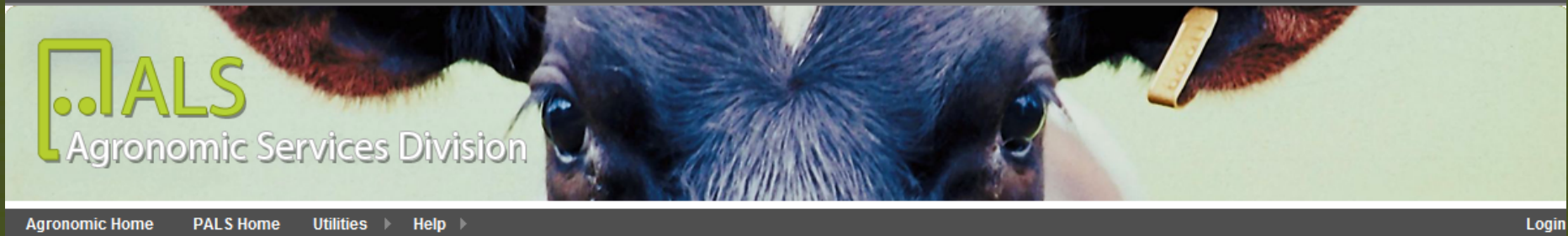
Don't have an account? [Create one!](#)

[Forgot Your Password?](#)

To set up a new account, click here. →

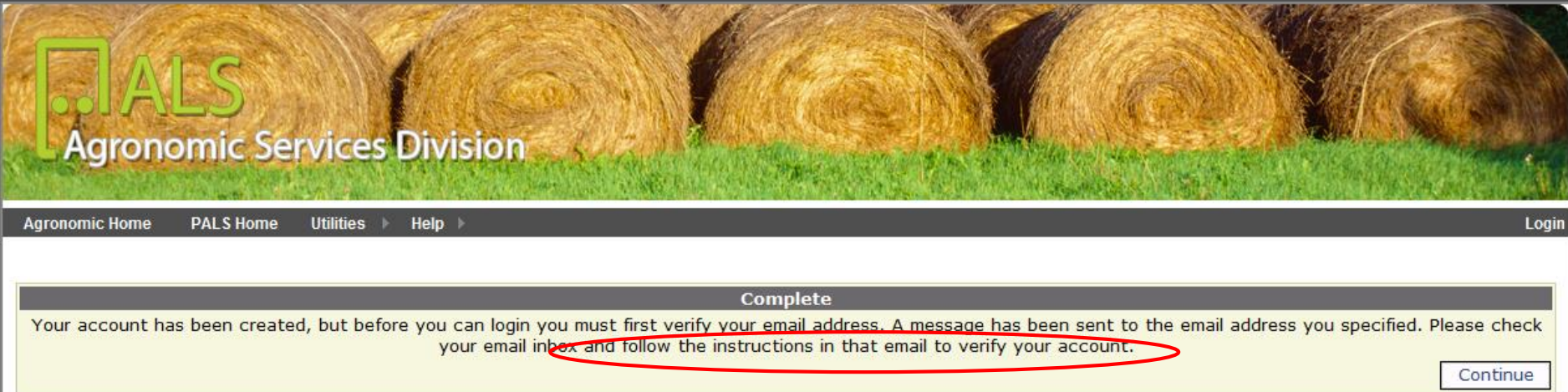
For returning PALS customers, your email address is your user name. You will need to type in your password and click **Log in**.

This is the screen that you would use to create a new PALS account.



Anyone can create a PALS account if they have a valid e-mail address.

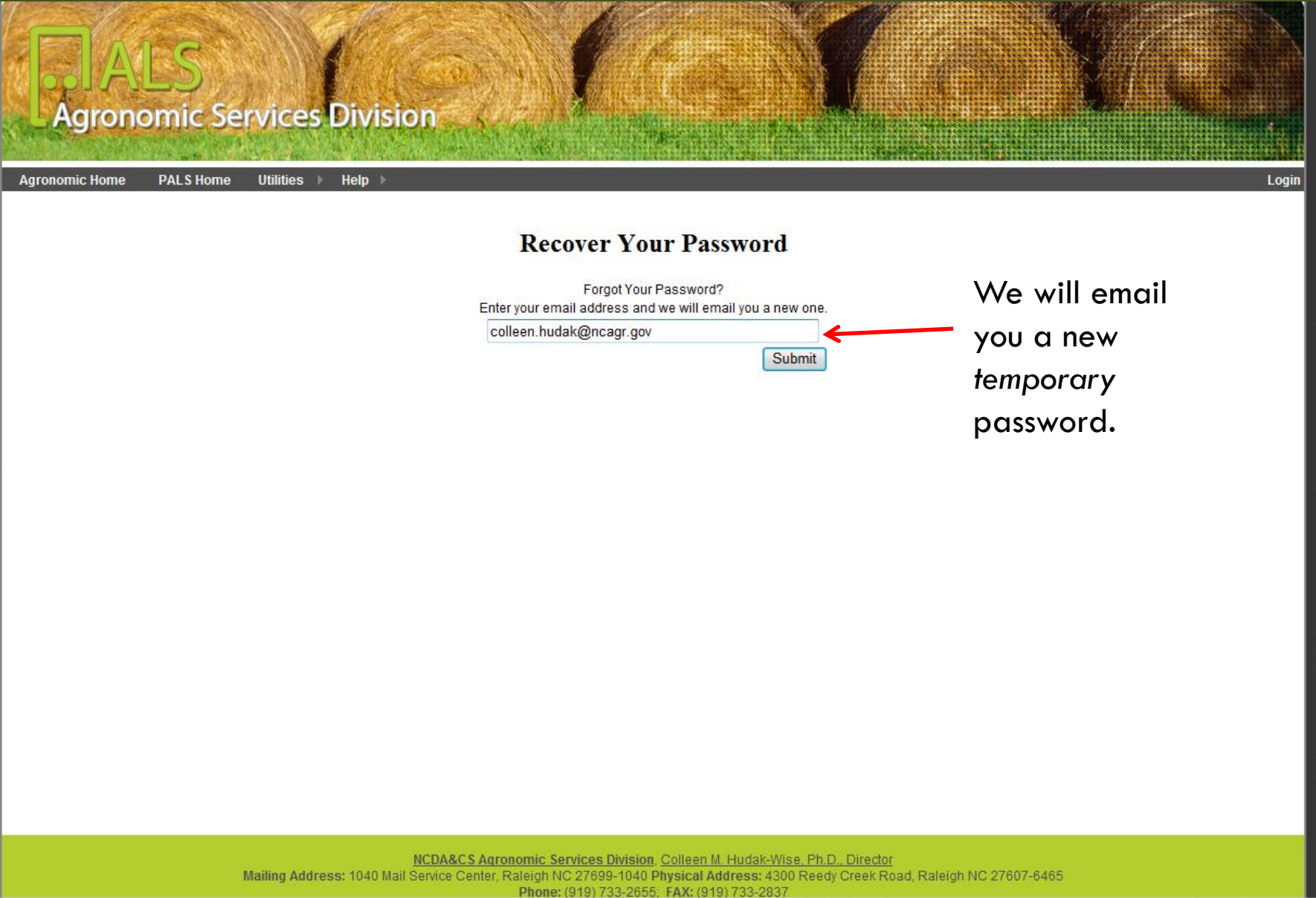
This is the screen that you will see after your PALS account has been created.



**You're not done.** You still need to go to your email to activate your account.



This is the screen that you should use if you forget your password.



The screenshot shows a web page for the ALS Agronomic Services Division. The header features a banner with hay bales and the ALS logo. Below the banner is a navigation bar with links: Agronomic Home, PALS Home, Utilities, Help, and a Login link. The main content area is titled "Recover Your Password" and contains a form for password recovery. The form includes a heading "Forgot Your Password?", a prompt "Enter your email address and we will email you a new one.", a text input field containing "colleen.hudak@ncagr.gov", and a "Submit" button. A red arrow points from the text "We will email you a new temporary password." to the email input field. The footer contains contact information for the NCDA&CS Agronomic Services Division, including the name of the director, mailing address, phone, and fax numbers.

**ALS**  
Agronomic Services Division

[Agronomic Home](#) [PALS Home](#) [Utilities](#) [Help](#) [Login](#)

### Recover Your Password

Forgot Your Password?  
Enter your email address and we will email you a new one.

We will email  
you a new  
temporary  
password.

NCDA&CS Agronomic Services Division, Colleen M. Hudak-Wise, Ph.D., Director  
Mailing Address: 1040 Mail Service Center, Raleigh NC 27699-1040 Physical Address: 4300 Reedy Creek Road, Raleigh NC 27607-6465  
Phone: (919) 733-2655; FAX: (919) 733-2837

To submit samples online, first you will need to login. You will be redirected back to the PALS homepage.



[Agronomic Home](#)

[PALS Home](#)

[Utilities](#)

[Help](#)

Welcome back, colleen.hudak@ncagr.gov ~ [ [Logout](#) ]

Choose  
Submit  
Samples  
Online from  
the Utilities  
drop down  
menu.

[Submit Samples Online](#)

[Change Crops on My Report](#)

[Customer Utilities](#)

[Customer Tools](#)

[Update Customer Account](#)

[Change My Password](#)

[My Submissions Cart](#)

[My Submissions](#)

[My Reports](#)

Information-management System that provides access to recent soilless media and nematode assay reports.

Report Quick Search

Search

You may enter last name(comma) first name, business name, or report number

Show My Reports

Estimated Processing Time for Samples Received on 11/1/2013

Lab	ProcessTime
Soil	5 to 7 days
Nematode	1 week(s)
Nematode(Problem)	3 to 5 days
Plant	2 days
Waste	7 to 10 days
Media	3 to 4 days
Solution	3 to 4 days

Be sure to  
log in before  
trying to do  
online  
submission.





[Agronomic Home](#) [PALS Home](#) [Utilities](#) [Help](#)

Welcome back,  
colleen.hudak@ncagr.gov [Logout]  
CustomerID: 290840

### Submission Type Information

NOTE: At the current time, online submission is only available for Soil samples ([Predictive](#) and [Diagnostic](#)) and Nematode samples ([Predictive](#) and [Pine Wood](#)) and requires online payment by credit card (Visa or MasterCard).

Lab: ☐ Soil ☐ Plant ☐ Waste ☐ Solution ☐ Media ☒ Nematology  
Submission Type: ☒ Predictive ☐ Pinewood ☐ Diagnostic ☐ Regulatory

Next

1. Click on the  
**Nematology** button.

2. Choose **Predictive**  
or **Pinewood**

3. Click **Next**.

\*\* Do not proceed with online submission if you have already submitted your samples or do not wish to use a credit card for payment of samples. \*\*

### Important. Don't use online data entry if

- you have already sent your samples to us
- you can't print a sample information (submission) form OR
- you don't want to pay for samples online using a credit card.

Your Grower Information should be prepopulated on this screen.

**PALS**  
Agronomic Services Division

Agronomic Home PALS Home Utilities Help

Welcome back,  
colleen.hudak@ncagr.gov ~~~~ [ Logout ]  
CustomerID: 290840

[Consultants Click Here](#)

**Grower Information**

First name: Colleen  
Last name: Hudak-Wise  
Address: 1009 Sawmill Rd  
City: Raleigh  
State: NC Zip: 27615  
Phone: 919-673-4097  
Email: colleen.hudak@ncagr.gov

**Sampled In**

State: NC County: Please select Farm ID: (Optional) Sample Date: 09/23/2016  
Enter Number of Samples:

Process

*If you are acting as a consultant, you will be redirected to a different page.*

*This grower information cannot be changed.*

1. Select the county in which the soil samples were collected.
2. Enter Farm ID (optional)
3. Choose Sample Date
4. Enter the number of samples.
5. Click the **Process** button.

NCDAS Agronomic Services Division, Colleen M. Hudak-Wise, Ph.D., Director  
Mailing Address: 1040 Mail Service Center, Raleigh NC 27699-1040 Physical Address: 4300 Reedy Creek Road, Raleigh NC 27607-6465  
Phone: (919) 733-2655, FAX: (919) 733-2837

This screen is where you enter information about your individual samples. The grid is generated based on the number of samples entered on the previous page.

[Consultants Click Here](#)

#### Grower Information

First name:   
Last name:   
Address:   
City:   
State:  Zip:   
Phone:   
Email:

#### Sampled In

State:  County:  Farm ID:  Sample Date:

Enter Number of Samples:

Please select:

alfalfa  
apple  
asparagus  
aucuba  
azalea  
barley  
bean (snap)  
begonia  
bermuda  
berries  
blueberry  
boxwood  
broccoli  
cabbage  
camellia  
cantaloupe  
carrot  
christmas tree  
chrysanthemum  
clover  
collards  
corn  
cotton  
cucumber  
daylily  
eggplant  
fava

#### Sample Details

Fields marked with an '\*' are required.

No.	Sample ID	First Choice Crop
1	<input type="text" value=""/>	Please select: <input type="text" value=""/>
2	<input type="text" value=""/>	Please select: <input type="text" value=""/>
3	<input type="text" value=""/>	Please select: <input type="text" value=""/>

Comments (Please provide any other pertinent information)



Mailing Address

Crop Last Year	Crop Before Last Year	Acres	Nematicide	Soil Type	Cascade
Please select: <input type="text" value=""/>	Please select: <input type="text" value=""/>	<input type="text" value=""/>	Please Select <input type="text" value=""/>	Select <input type="text" value=""/>	<input type="text" value=""/>
Please select: <input type="text" value=""/>	Please select: <input type="text" value=""/>	<input type="text" value=""/>	Please Select <input type="text" value=""/>	Select <input type="text" value=""/>	<input type="text" value=""/>
Please select: <input type="text" value=""/>	Please select: <input type="text" value=""/>	<input type="text" value=""/>	Please Select <input type="text" value=""/>	Select <input type="text" value=""/>	<input type="text" value=""/>

1. Enter a sample ID for each sample.
2. Select 1<sup>st</sup> choice crop from the drop down menu.
3. Enter optional crop information (2<sup>nd</sup> choice crop, crop last year, crop before last year).
4. Enter optional information on # of acres.
5. Select nematicide and soil type from drop down menu (optional)
6. Click **Submit Samples**.

onomic Services Division, Colleen M. Hudak-Wise, Ph.D., Director  
Raleigh NC 27699-1040 Physical Address: 4300 Reedy Creek Road, Raleigh NC 27607-6465  
Phone: (919) 733-2655, FAX: (919) 733-2837

If your submission is successful, you will be taken to this screen called My Submission Cart.



[Agronomic Home](#) [PALS Home](#) [Utilities](#) [Help](#)

Welcome back,  
colleen.hudak@ncagr.gov [Logout]  
CustomerID: 290840

You can edit or delete your submission here.

	SubmissionID	Grower	SubmissionType	SampledIn	Samples	Total
Edit Delete	5510	Hudak-Wise, Colleen	Nematode - Predictive	Craven	3	9.00
Edit Delete	7428	Hudak-Wise, Colleen	Nematode - Predictive	Burke	3	9.00

Create another Submission

Grand Total: \$18.00

☒ Pay with Credit Card

Check Out

Multiple submissions can be paid for at one time.

When you are ready to **check out**, click here.

NCDA&CS Agronomic Services Division, Colleen M. Hudak-Wise, Ph.D., Director  
Mailing Address: 1040 Mail Service Center, Raleigh NC 27699-1040 Physical Address: 4300 Reedy Creek Road, Raleigh NC 27607-6465


When you check out, you will be redirected to a secure credit card payment site called PayPoint.

### Payment Method

\* Indicates required field

**Choose method of payment**

☒ **Pay by credit card**



If you have questions, call us at 919-733-2655.

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Powered by PayPoint®

To proceed with credit card payment, click on **Next**.



The billing address and the payment amount should be pre-populated based on information that you have already provided.

indicates required field


**Billing Address**

\*First Name: Colleen  
M.I.:  
\*Last Name: Hudak-Wise  
Street Line 1: 1009 Sawmill Rd  
Street Line 2:  
City: Raleigh  
State: North Carolina  
Zip: 27615  
Phone: (919) 673-4097  
E-Mail: colleen.hudak@ncagr.gov

**Payment Details**

\*Payment Amount: 48.00 USD

**Payment Method**

\*Name on Card: Colleen Hudak-Wise  
\*Card Number: 5233272716340016  
\*Expiration Date: \* Month 04 \* Year 2015  
  
\* Enter the above code: D1I2K  
[Can't read? Try a different code.](#)

Back Next Exit

If you have questions, call us at 919-733-2655.

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PALS will not save your credit card information.

1. Fill out this information on Payment Method.

2. Click on **Next** to proceed with payment.



## Payment Review

Address
<b>Billing Address:</b> Colleen Hudak-Wise 1009 Sawmill Rd Raleigh, NC 27615 (919) 673-4097 colleen.hudak@ncagr.gov
Payment Method
Credit Card  Colleen Hudak-Wise x0016 04/15
Payment Amount
<b>Amount:</b> 48.00 USD
<b>Total:</b> 48.00 USD
<a href="#">Back</a> <a href="#">Pay Now</a> <a href="#">Exit</a>

Verify information is correct, then  
click **Pay Now**.



If you have questions, call us at 919-733-2655.

This is the Confirmation Page that you will see whenever you have used a credit card to pay for fees.



[Agronomic Home](#)   [PALS Home](#)   [Utilities](#) ▶ [Help](#) ▶

Welcome back,  
colleen.hudak@ncagr.gov ~~~~~ [ [Logout](#) ]  
CustomerID: 290840

Amount Due: \$18.00  
Amount Paid: \$18.00  
Confirmation Number: 16093003048968

**Please print Sample Information Form(s) and include them with your samples.**

You're not done! You will need to print the Sample Information Submission Form (s). Click here.

If your sample information form does not automatically open, then please check your pop-up blocker and click the link below.

→ [Print/View Sample Information Submission Form](#) ←

Submissions included in this transaction:

Submission ID: 5510 - Total Fee: \$9.00

Submission ID: 7428 - Total Fee: \$9.00

Please do not staple multiple submission forms together.

A receipt has been sent to you by your email address:  
colleen.hudak@ncagr.gov

**Following your online submission, you will receive an e-mail from us.**

\* \_ \* \_ \* \_ \* \_ \* \_ \* \_ \* \_ \* \_ \* \_ \* \_ \* \_ \* \_ \* \_ \* \_ \*

PLEASE DO NOT REPLY TO THIS E-MAIL.

If you reply to this e-mail, your reply will \*NOT\* be read.

Instead, please contact the NCDA&CS Agronomic Division at 919-733-2655 if you have questions.

[illegible]

This is an e-mail receipt for successfully submitting agronomic sample information online through PALS **for Submission ID(s) Submission ID: 5510 - Total Fee: \$9.00**

Depending on when your sample information was submitted, you may or may not have been charged a fee. However, your actual cost will be depend on any fees in effect at the time your samples arrive at the laboratory. If additional payment is required, then you will be billed, and you will not be able to access your report until payment is complete.

This is what the Nematode Sample Information Form will look like. It appears identical to the existing paper forms, except notice that there is a submission ID in the top right corner.

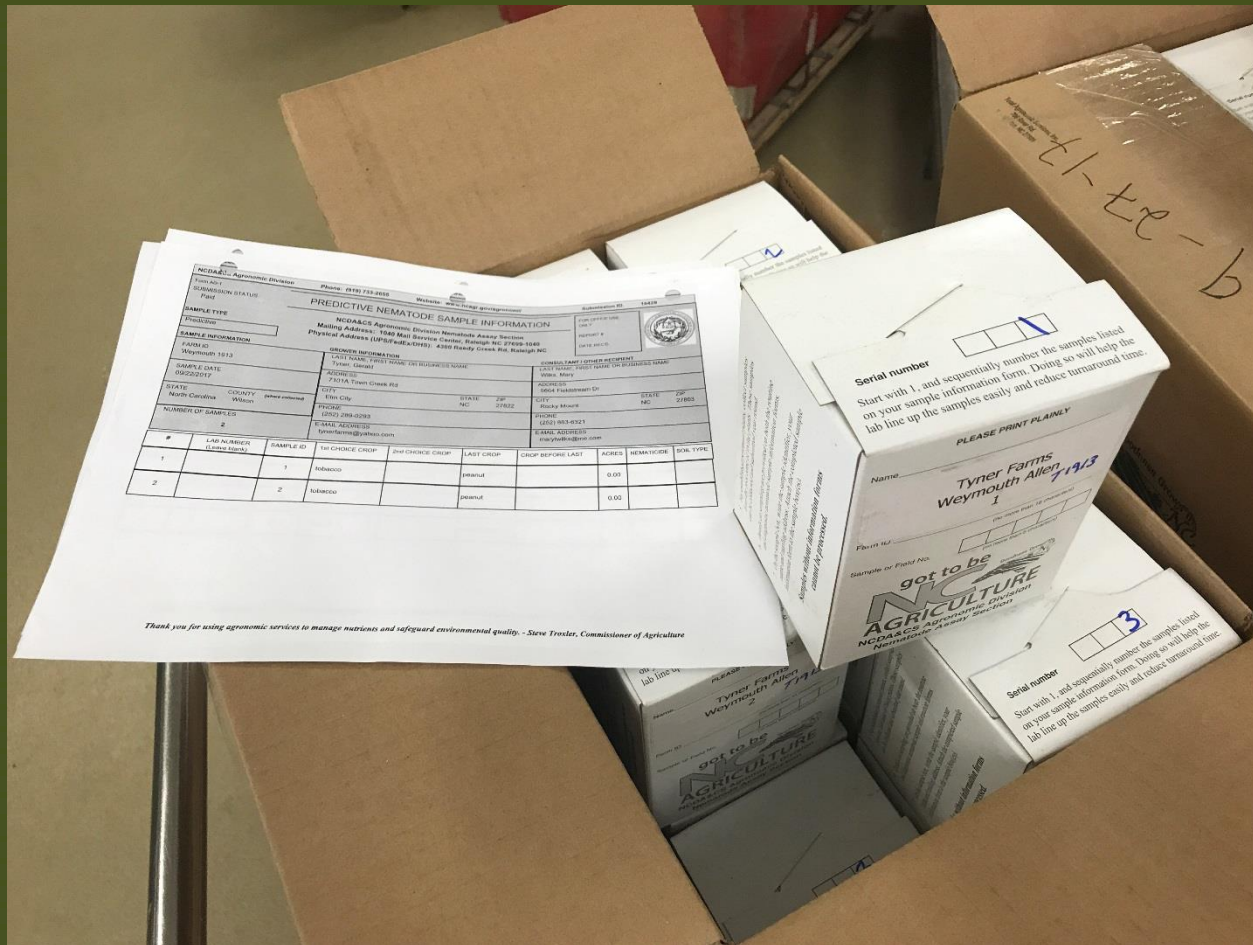
File Edit View Window Help

Sign, add text or send a document for signature

NCD&CS Agronomic Division		Phone: (919) 733-2655		Website: www.ncagr.gov/agronomi/		Submission ID. 5510			
Form AD-1 SUBMISSION STATUS Paid		<b>PREDICTIVE NEMATODE SAMPLE INFORMATION</b>				FOR OFFICE USE ONLY REPORT # DATE REC'D			
SAMPLE TYPE Predictive		NCD&CS Agronomic Division Nematode Assay Section Mailing Address: 1040 Mail Service Center, Raleigh NC 27699-1040 Physical Address (UPS/FedEx/DHS): 4300 Reedy Creek Rd, Raleigh NC							
<b>SAMPLE INFORMATION</b>		<b>GROWER INFORMATION</b>			<b>CONSULTANT / OTHER RECIPIENT</b>				
FARM ID		LAST NAME, FIRST NAME OR BUSINESS NAME Hudak-Wise, Colleen			LAST NAME, FIRST NAME OR BUSINESS NAME				
SAMPLE DATE 03/04/2016		ADDRESS 1009 Sawmill Rd			ADDRESS				
STATE North Carolina		CITY Raleigh			CITY				
COUNTY Craven		STATE NC			STATE				
(where collected)		ZIP 27615			ZIP				
NUMBER OF SAMPLES 3		PHONE (919) 673-4097			PHONE				
		E-MAIL ADDRESS colleen.hudak@ncagr.gov			E-MAIL ADDRESS				
#	LAB NUMBER (Leave blank)	SAMPLE ID	1st CHOICE CROP	2nd CHOICE CROP	LAST CROP	CROP BEFORE LAST	ACRES	NEMATOCIDE	SOIL TYPE
1		1	begonia	barley			0.00		
2		2	begonia	barley			0.00		
3		3	begonia	barley			0.00		

We must have this Submission ID # to tie your online submission to your samples when they arrive.





Nematode Sample Information Form(s)  
Must Be Placed Inside Shipper!

# Please Pack Your Samples Carefully!





# Thank You!

If you have any questions, please call the  
Agronomic Division at 919-733-2655 and ask  
for assistance.